

Last Name _____ **First Name** _____
Grade _____ **Teacher** _____
School Year _____ **School** Robert H. Down Elementary

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
Technology-User Agreement

Electronic information services are now available to students and staff in our district. PGUSD strongly believes in the educational value of electronic information services and their potential to support the curriculum and student learning. Electronic information services facilitate resource sharing, innovation and communication. Parents or guardians must discuss these guidelines with their students and sign where indicated. As users of these services, students will be expected to abide by the generally accepted rules of network etiquette.

TELECOMMUNICATIONS-USER GUIDELINES:

1. **USE APPROPRIATE RESPECTFUL LANGUAGE.** Remember that you are a representative of your school and district when you are online. Always use language that is appropriate and respectful in your messages.
2. **PRIVACY.** Do not send any message that includes personal information such as a home address or phone number for yourself or another person. Report to your teacher any person who asks for personal information.
3. **ELECTRONIC MAIL.** Electronic mail is not guaranteed to be private. Services often monitor e-mail to insure that it is appropriate and accounts can be cancelled if guidelines are not followed. School policy on email and chat room use must be followed.
4. **INFORMATION.** The information accessed by the use of electronic services may or may not be accurate. PGUSD makes no guarantees of any kind concerning the accuracy of information obtained online.
5. **PLAGIARISM.** Information obtained by electronic services is considered to be the property of the service or site. Use of the information should be treated like any other information obtained from traditional sources. Proper citations should be used in the bibliography. Failure to do so violates copyright laws.
6. **VANDALISM.** Never move, delete or trash any applications or files that are not yours. Do not damage or misuse the equipment.
7. **SITE CONTENT.** Students should access sites that are age-appropriate and comply with community standards. Sites deemed obscene, violent, or hate-oriented are prohibited.
8. **CONSEQUENCES.** At the discretion of school officials, any offense for violation of agreement will be the loss of telecommunications access in addition to regular disciplinary procedures.

Required Signatures: I understand and will follow the guidelines in this document. I understand that the use of electronic information services is a privilege and that in- appropriate use will result in the loss of that privilege and may result in disciplinary action.

Student Signature **Date** **Parent Signature** **Date**

Ref: PGUSD Policy #6163.4